

Additional Pay for Additional Coursework Form

Teachers shall be compensated when fifteen semester hours are accrued beyond the bachelor's degree, the completion of a master's degree, or when fifteen or thirty semester hours are accrued beyond the master's degree. By school board action on August 10, 1987, three non-college credit hours earned since July 1, 1987, may be included in the 15 semester hours.

Teachers who qualify for additional pay must complete this form and return it to the Human Resources Department no later than the cutoff date of July 31st of each year. Coursework must be completed before the cutoff date. It is the teacher's responsibility to ensure that all official transcripts/documentation are submitted to Human Resources. If they are not, please obtain all official transcripts and submit them with this form to the address below.

**Fauquier County Public Schools; Human Resources Dept.;
Attn: Additional Pay; 320 Hospital Dr., Suite 34; Warrenton, VA 20186-3037**

Salary lane for which you qualify:

- ☐ Bachelor's plus 15 hours *(please list all qualifying coursework below)*
- ☐ Master's Degree *(please give name of granting institution below)*
- ☐ Master's plus 15 hours *(please list all qualifying coursework below)*
- ☐ Master's plus 30 hours *(please list qualifying coursework below)*

[illegible]

I certify that I have completed appropriate coursework for additional pay and have either attached the necessary official transcripts or have verified that the transcripts are on file with the Fauquier County Department of Human Resources. I understand that this form and all official transcripts must be received by Human Resources no later than **July 31st** of the school year.

Printed Name

Signature

Date _____

Employee Number

Base School

FOR OFFICE USE ONLY

☐ Approved

Old Lane/Step:

New Lane/Step:

☐ Denied

Reason:

Reviewer's Signature: _____

Revised 4/2017